

Inspection Checklist

What to Expect If You Are Inspected

If you are applying for a business licence, an inspection of your property may be conducted by the Building Division, Fire Services, and Windsor-Essex County Health Unit. The following pages are lists of the common items that inspectors might check for.

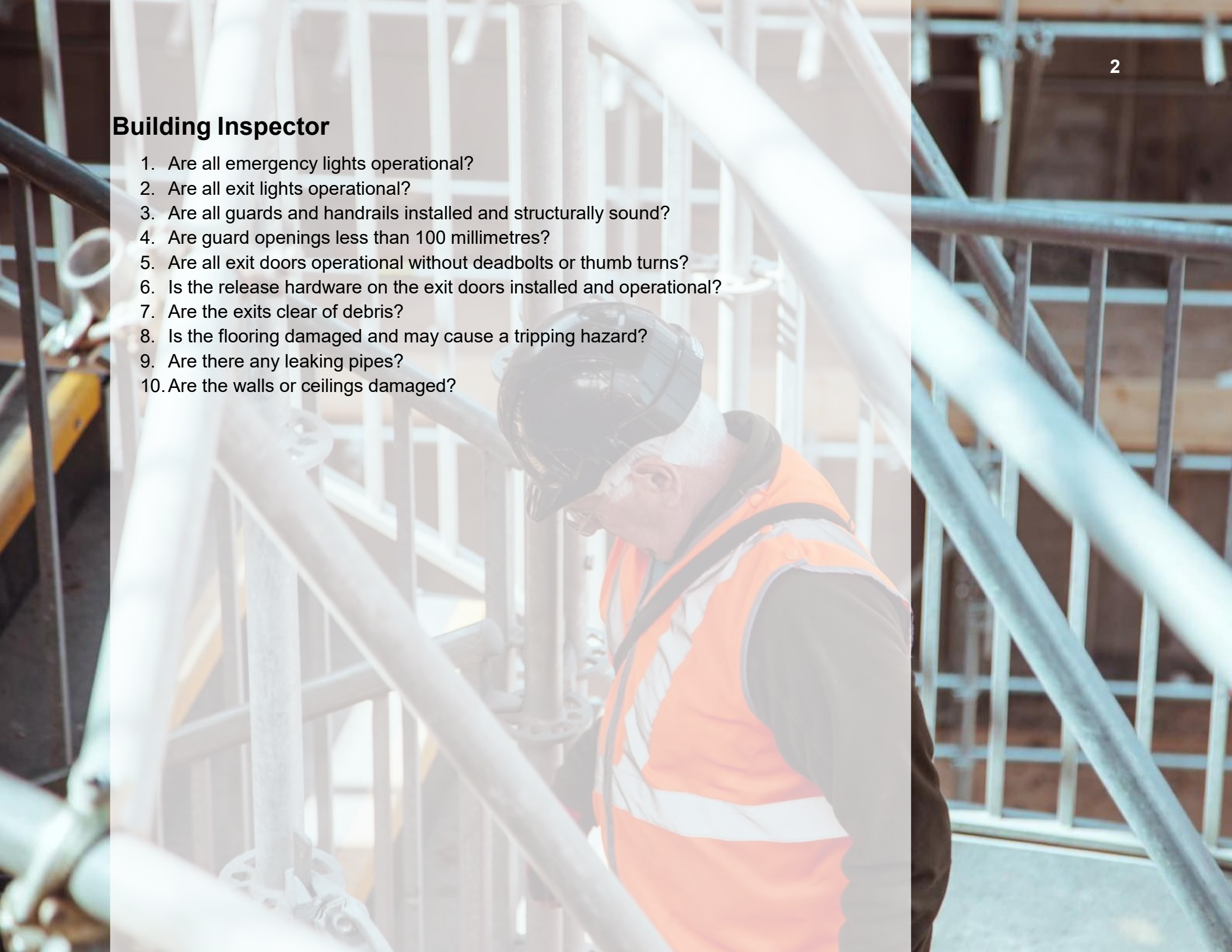
Please note the following check lists are a guide only and are not to be considered an exhaustive list.

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Building Inspector

1. Are all emergency lights operational?
2. Are all exit lights operational?
3. Are all guards and handrails installed and structurally sound?
4. Are guard openings less than 100 millimetres?
5. Are all exit doors operational without deadbolts or thumb turns?
6. Is the release hardware on the exit doors installed and operational?
7. Are the exits clear of debris?
8. Is the flooring damaged and may cause a tripping hazard?
9. Are there any leaking pipes?
10. Are the walls or ceilings damaged?



Fire Inspector

1. Has documentation been provided that the cooking hood has been cleared within the last 6 months?
2. Has documentation been provided that the suppression system has passed its annual inspection?
3. Has documentation been provided that the fire alarm system has passed its annual inspection?
4. Are the fire extinguishers installed and do they have the annual test date attached?
5. Has a fire safety plan been completed? [Visit Windsor Fire and Rescue Services to download a Fire Safety Plan Template](#), or contact the Assistant Chief Fire Prevention Officer for details 519-253-3016 ext. 221..

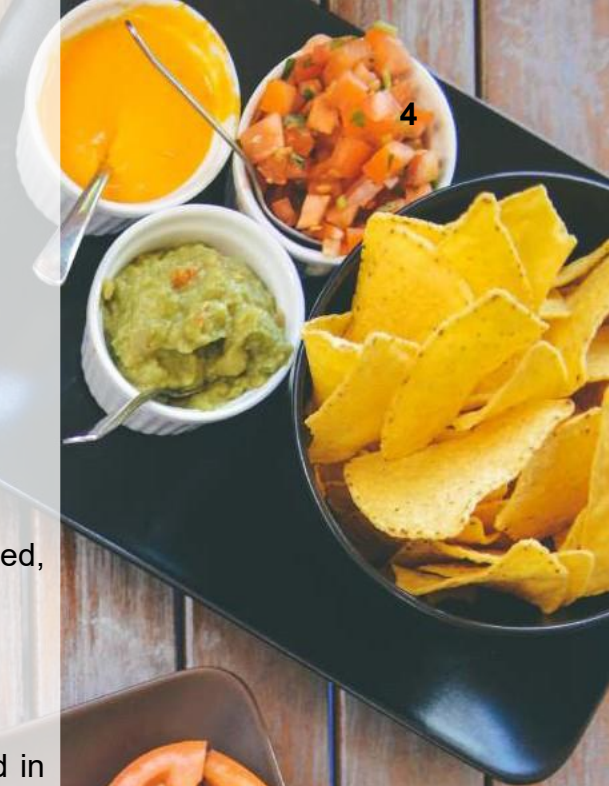


Public Health Inspector

Food Service

1. Has the 'Notice of Intent to Operate a Food Premises' form been completed?
2. Has a pre-opening inspection been set up with the Public Health Inspector?
3. Are all foods obtained from approved sources?
4. Are foods protected from contamination?
5. Are hazardous foods stored at proper temperatures?
6. Are there dedicated hand washing sinks in all areas where food is prepared, processed, manufactured or served?
7. Are two or three compartment sinks provided for manually washing dishes?
8. Are thermometers provided in all hot and cold holding storage units?
9. Are approved sanitizers and sanitizer test strips available?
10. Are equipment and utensils easily cleanable, non-absorbent, corrosion resistant, and in good repair?
11. Are all floors, walls, ceilings made of a tight, smooth and non-absorbent material?
12. Are washrooms provided for the guests?
13. Are there acceptable garbage and grease holding and disposal methods?
14. Has a licensed pest control company been contacted?

For more information on the food safety requirements, please speak to a Public Health Inspector at 519-258-2146 ext. 4475.



Hair Salons

1. Has the 'Notice of Intent to Operate a Personal Service Setting Premises' form been completed?
2. Has a pre-opening inspection been set up with the Public Health Inspector?
3. Do you have a sink dedicated exclusively for hand washing in the immediate vicinity of the service area?
4. Is the sink equipped with hot and cold running water, soap in a dispenser and single use towels?
5. Are hot and cold water provided in the service sink and/or clean up sink?
6. Have you provided 70% alcohol-based hand sanitizer for use when hands are not visibly soiled?
7. Have sanitary neck strips or a sufficient supply of clean towels been provided?
8. Are equipment and tools easily cleanable, non-absorbent, corrosion resistant and in good repair?
9. Are adequate disinfectants provided on site (required to have intermediate disinfectant - 70-90% isopropyl alcohol, high level – chlorine bleach dilution, 7% or 0.5 AHP Hydrogen peroxide product)?
10. Have vessels for disinfection and storage of tools between clients been provided and are they maintained in sanitary condition? (should be kept close to the clean-up and hand sinks or at the service chairs)
11. Have you provided an adequate sharps container (hard plastic, secure lid, biohazard designation label, easily identifiable)?
12. Are products stored in a sanitary manner (e.g., original containers, absence of single client dedicated pre-dispensed products when not working with a client)?
13. Is the work area well lit?
14. Are all floors, walls, ceilings made of a tight, smooth and non-absorbent easily cleanable material?
15. Are provided washrooms maintained in sanitary condition and good repair?

Hair Salons (cont.)

16. Has blood and bodily fluid record keeping been established (incidents of blood and bodily fluid exposure are to be maintained on site for a year and on file for 5 years)?